
On Remand to the District Court

Sumitomo Shoji America, Inc. v. Avagliano, 457
US 176 - Supreme Court 1982

8-19-1983

Affidavit of Koji Okamoto

Koji Okamoto

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK

----- x
LISA M. AVAGLIANO, et al., :
 :
 Plaintiffs, :
 :
 -against- : 77 Civ. 5641 (CHT)
 :
 SUMITOMO SHOJI AMERICA, INC., :
 :
 Defendant. :

----- x
PALMA INCHERCHERA, on behalf :
 of herself and all others : 82 Civ. 4930 (CHT)
 similarly situated, :
 :
 Plaintiff, :
 :
 -against- : AFFIDAVIT OF
 : KOJI OKAMOTO
 SUMITOMO CORP. OF AMERICA, :
 :
 Defendant. :

----- x
STATE OF NEW YORK)
) s.s.:
COUNTY OF NEW YORK)

KOJI OKAMOTO, having been duly sworn, deposes and
says:

1. I hold the position of Manager in the Personnel
Department and General Affairs Department of Sumitomo Corporation
of America ("Sumitomo").

2. I am 35 years old. I was born on August 18, 1948. My permanent residence is in Osaka, Japan.

3. I attended Kyoto University and was graduated with a Bachelor's Degree in Law in April 1972. Immediately after graduating, I joined Sumitomo Corporation in Japan ("Sumitomo Japan").

4. I was assigned to Osaka Personnel Section No. 2, Personnel Department, where I remained for more than 6 years. I was then selected for overseas assignment as an Assistant Manager in the Personnel Department and General Affairs Department of Sumitomo in New York City. My new assignment became effective on August 11, 1978. At that time I had 6 years experience in personnel matters.

5. On April 1, 1982, I became a Manager in the Personnel Department and General Affairs Department of Sumitomo in the United States.

6. In my capacity, I have access to and have become familiar with the personnel records relating to each of the named plaintiffs in these lawsuits. I make this Affidavit based upon my review of those personnel records.

7. I have reviewed the employment applications originally filled out by each of the 13 named plaintiffs in these two lawsuits when each first sought employment with Sumitomo. These applications reveal that each plaintiff applied for a secretarial

or clerical position. None sought employment in executive, managerial, supervisory or specialist positions.

8. According to those same employment applications, most of these named plaintiffs had no prior experience other than secretarial or clerical experience, and none of them had any prior business experience relevant to executive, managerial or specialist positions.

9. Sumitomo has never offered any program to train anyone to fill its executive or managerial positions since all such positions are filled laterally by fully trained, highly experienced personnel. Thus, these 13 plaintiffs could not have been promised or in any way led to believe that they would be trained to fill such positions or that they could otherwise be eligible for promotion into such positions.

10. The relevant portions of the 13 plaintiffs' personnel histories are summarized below.

11. Lisa M. Avagliano (Mushnick) described the position for which she was applying at Sumitomo as "gal friday." In July 1976, when she applied, she was 24 years old and had approximately 2 years prior work experience as a secretary. (See Exhibit 1). She worked at Sumitomo for approximately 2-1/2 years.

12. Dianne Chenicek applied for the position of secretary on February 8, 1972. At that time, she was 20 years old and had 1-1/2 years prior work experience as a sales clerk with a retail store called Raindeu. (See Exhibit 2). She worked at Sumitomo for slightly more than 5 years.

13. Rosemary T. Cristofari (Bellini) applied for the position of secretary in August 1972. At that time, she was 19 years old and had slightly more than 1 year prior work experience as an assistant bookkeeper. (See Exhibit 3). She has worked at Sumitomo for more than 10-1/2 years, and is still employed.

14. Catherine Cummins (Pasquale) applied for the position of secretary. At that time, she was 23 years old and had 3 years prior work experience as a secretary. (See Exhibit 4). She worked at Sumitomo for nearly 2 years.

15. Raellen Bernstein (Mandelbaum) applied for a position she described as "gal friday." At that time, she was 24 years old and had approximately 2-1/2 years prior work experience as a "gal friday" and an "engineering aide." (See Exhibit 5). She worked at Sumitomo for slightly more than 3 years.

16. Maria Mannina applied for a position on February 13, 1976. At that time, she was 23 years old and had approximately 2 years prior work experience as a secretary. (See Exhibit 6). She worked at Sumitomo for approximately 1-1/2 years.

17. Sharon Meisels applied for a position she described as "gal friday." At that time, she was 23 years old and had less than 1 year prior work experience as a secretary. (See Exhibit 7). She worked at Sumitomo for 3-1/4 years.

18. Frances Pacheco (Pages) applied for the position of "clerical/typist." At that time, she was 22 years old and had slightly less than 4 years prior work experience as a secretary and a "traffic supervisor" for a magazine publisher. (See Exhibit 8). She worked at Sumitomo for approximately 6 years.

19. Joanne Schneider applied for a position which she described as "gal friday." At that time, she was 24 years old and had less than 2 years prior work experience as a clerk and as an "administrative assistant/gal friday." (See Exhibit 9). She worked at Sumitomo for 3 years.

20. Janice Silberstein applied for a position she described as "gal friday." At that time, she was 24 years old, and had approximately 2-1/2 years prior work experience as a secretary and a clerk. (See Exhibit 10). She worked at Sumitomo for 2 years.

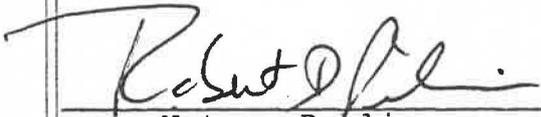
21. Reiko Turner applied for the position of "general clerk/type." At that time, she was 30 years old and had slightly less than 5 years prior work experience as a cashier, an "executive name card secretary" and an assistant to an editor. (See Exhibit 11). She worked at Sumitomo for approximately 4 years.

22. Elizabeth Schlottman (Wong) applied for the position of "stenographer." At that time, she was 17 years old and had no prior work experience. (See Exhibit 12). She worked at Sumitomo for approximately 12 years.

23. Palma Incherchera originally applied for the position of "receptionist" in October 1972. At that time she was 22 years old and had approximately 3 years prior work experience as a secretary. She joined Sumitomo but resigned for personal reasons. When she later sought reinstatement in August 1978, her employment application indicated that the position she sought was "secretarial." (See Exhibit 13). She has worked at Sumitomo for approximately 10-1/2 years.


KOJI OKAMOTO

Sworn to before me this
19th day of August, 1983.


Notary Public
ROBERT D. PULERO
Notary Public, State of New York
No. 31-4315226
Qualified in New York County
Commission Expires March 30, 1984

APPLICATION FOR OFFICE POSITION

000231

Date: July 1, 1976

Name (print) Lisa M. Avagliano Home Tel. No. 846-0379 In whose name? Virginia Avagliano
 Your maiden name - Soc. Sec. No. 122-46-3732
 Present address 90-60 Union Tpke. Glendale N.Y. How long have you lived there? 4 1/2 yr
 Previous address 200 Warner Road Huntington N.Y. How long did you live there? 3 1/2 yr
 Position applied for? gal friday Earnings expected \$ \$165 - \$170 /wk

Date of birth February 24, 1952 Single, Married,
 (Check your State and Federal Laws as to discrimination because of age.)
 Height 5 ft. 6 in. Weight 130 lbs. Date of marriage -

Are you a U. S. citizen? Yes, No Number of children - ages - Number of other dependents - ages -
 Do you: Own your home? Rent? Live with relatives? Board? Stay with friends? Other -

Is your wife (husband) employed? No, Yes, part time, Yes, full time; What kind of work? -

In case of emergency, notify Mrs Virginia Avagliano 90-60 Union Tpke Glendale 846-0379
 Name Address Phone

EDUCATION

Type of School	Name and Address of School	Courses Majored In	Check Last Year Completed				Graduate? Give Degrees	Last Year Attended
			5	6	7	8		
Elementary	<u>St. Gabriel School</u>						<input checked="" type="checkbox"/> Yes, <input type="checkbox"/> No	<u>1966</u>
High School	<u>John H. Glenn H.S.</u>	<u>College prep</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<input checked="" type="checkbox"/> Yes, <input type="checkbox"/> No	<u>1970</u>
College	<u>St. Bonaventure Univ.</u>	<u>English</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>B.A.</u>	<u>1974</u>
Business School	A.							<u>19</u>
	B.							<u>19</u>
Corresp. or Night School								<u>19</u>

(Indicate below specific experience which you have had)

Check Here	Type of Experience	Yrs.	Mos.	Check Here	Type of Experience	Yrs.	Mos.	Check Here	Type of Experience	Yrs.	Mos.
	Addressograph Operator				Confidential Secretary				Office Boy		
	Blue Print Mach. Operator				Dictating Mach. Transcript'n				Office Supervisor		
	Clerical Supervisor				Key Punch Operator				Photostat Operator		
	Clerk				Mall Clerk			<input checked="" type="checkbox"/>	Receptionist	<u>3</u>	<u>6</u>
<input checked="" type="checkbox"/>	Correspondence	<u>3</u>	<u>6</u>	<input checked="" type="checkbox"/>	Duplicating Mach. Operator	<u>3</u>	<u>6</u>	<input checked="" type="checkbox"/>	Secretary	<u>3</u>	<u>6</u>
	Cost			<input checked="" type="checkbox"/>	Ditto	<u>3</u>	<u>6</u>		Telephone Swbd. Operator		
<input checked="" type="checkbox"/>	File	<u>3</u>			Mimeograph				Teletype Operator		
<input checked="" type="checkbox"/>	General	<u>3</u>	<u>6</u>		Multigraph				Timekeeper		
	Statistical				Multilith						
	Stock				Other						

(Indicate below your office skills and check office machines you can operate efficiently)

<input checked="" type="checkbox"/> Typewriter	Speed in typing <u>?</u>	<input type="checkbox"/> Billing Machine	Which ones <u>-</u>
<input checked="" type="checkbox"/> Electric Typewriter	Speed in typing <u>54 wpm</u>	<input type="checkbox"/> Bookkeeping Machines	Which ones <u>-</u>
<input type="checkbox"/> Vari-type	Speed in typing <u>-</u>	<input type="checkbox"/> Accounting Machine	Which ones <u>-</u>
<input type="checkbox"/> Shorthand	Speed in taking dictation <u>-</u>	<input type="checkbox"/> Calculating Machine	Which ones <u>-</u>
<input type="checkbox"/> Stenotype	Speed in taking dictation <u>-</u>	<input type="checkbox"/> Tabulating Machine	Which ones <u>-</u>

What other languages do you speak? French (not fluently) Read? French

WORK HISTORY
(Record U. S. Military Service as a position)

List below the names of all your former employers, beginning with the most recent: a. Employer's Name b. Address and telephone number	Kind of Business	Time Employed				Nature of Work	Starting Salary	Salary at Leaving	Reasons for Leaving	Name of Immediate Superior
		From		To						
		Mo.	Yr.	Mo.	Yr.					
1. a. <u>Queens Nassau Mental Health</u> b. <u>128th St. Jamaica - 291-2336</u>	<u>mental health service</u>	<u>6</u>	<u>74</u>	<u>5</u>	<u>76</u>	<u>sec'y / gal friday</u>	<u>\$145/wk</u>	<u>\$165/wk</u>	<u>cut back in help.</u>	Name <u>Frances</u> or <u>Alth Olive</u> Title <u>Supervisor</u>
2. a. <u>St. Bonaventure Univ.</u> b. <u>St. Bonaventure, N.Y. (616) 375-2405</u>	<u>University English Dept.</u>	<u>9</u>	<u>73</u>	<u>5</u>	<u>74</u>	<u>sec'y / reception</u>	<u>\$1.95/hr</u>	<u>\$1.95/hr</u>	<u>graduation part time</u>	Name <u>Joseph Tedesco</u> Title <u>Chairman</u>
3. a. _____ b. _____										Name _____ Title _____
4. a. _____ b. _____										Name _____ Title _____
5. a. _____ b. _____										Name _____ Title _____
6. a. _____ b. _____										Name _____ Title _____
7. a. _____ b. _____										Name _____ Title _____
8. a. _____ b. _____										Name _____ Title _____

000235

Indicate by number _____ any of the above employers whom you do not wish us to contact. Ever bonded? No, Yes; On what jobs? _____

References (Not former employers or relatives)	Address	Phone Number
1. <u>Mike Teuruga (JAL)</u>	<u>Burns St. Forest Hills, N.Y.</u>	<u>?</u>
2. <u>John Carles (Bristol Myers)</u>	<u>8 Danforth Dr., New Canaan, Conn</u>	<u>? work 644-210</u>

If you now have children or housekeeping duties, how will these be cared for? _____

What transportation would you use from home to office? either IND Subway or EXPRESS BUS

If your application is considered favorably, on what date will you be available for work? July 6 1976 Signature Lion M. Anagnano

APPLICANT SHOULD NOT WRITE BELOW THIS LINE

1 2 3 4: Comments ① Good reference
starts 7/6 for Trans. Equip. VEG @ \$170./wk

You are advised that an inquiry may now be made which will provide information concerning your character, general reputation and mode of living. Upon written request, we will provide information as to the scope of the inquiry if you desire.

Interviewer A. Roberts, Y. Okuda

SUMITOMO SHOJI AMERICA, INC.

Application For Employment

000021

Please Print) DIANNE LYNN Date: 2/8/72
 (First) (Middle) (Last)

Name: DIANNE LYNN CHEWICEK
 (Street) (City) (State) (Zip)

Address: 40-29A 201ST. NEW YORK NEW YORK 1136

Telephone: BA9-2249 Social Security Number: 068-44-9856
 Date of Birth: AUGUST 24, 1951 Place of Birth: NEW YORK

Single: Married: Widowed: Divorced: Number of Children: Other Dependents:

Eye Color: BROWN Hair Color: BROWN Height: 5'8 1/2" Weight: 128

Physical Condition: Date of Last Physical Exam: Physical Handicaps: Wear Glasses?:

Date of Marriage: (Month) (Day) (Year) Are you a U.S. Citizen?: yes
 Are you a Permanent Resident?:
 Your present Visa status:

Type of work applied for: Secretary Date available to start work: 2/14/72 Acceptable starting rate: \$125.00

Special training or other qualifications which fit you for this type of work: 2 1/2 yrs. of College
 (Name) (Address) (Tel.No.) (Relationship)

Person to notify in case of emergency & their relationship to you: Connie Chewicek 40-29A 201ST. BA9-2249 Mother

Educational Background

Name/Address of School	Yrs Attended	Graduated Mo/Year	Subjects Studied	Grade Average
Elementary P.S. 130 + J.H.S. 158	9 yrs.			
High School: BAYSIDE H.S.	3 yrs.	6 69	Business	
College/Other Queensborough C.C.	2 1/2 yrs.	1 72	Secretarial	

List business machines which you can operate proficiently:

Short Hand Speed: 80 W.P.M. Method: Pitman Typing Speed: Electric: 50 W.P.M. Manual:

000022

PREVIOUS WORK EXPERIENCE

Employer or Last Employer:		Address:	
RAINDEW		BAYSIDE	
Position Held:	Kind of Business:	Length of Employment:	Rate of Pay:
Sales Clerk	Retail Store	From: 8/70 To:	\$2.10 an hr
Supervisor/Department:		Reason for Leaving:	
MR. JAMES WATERS			
Duties: Working the register, stock & sales lady.			

Previous Employer:		Address:	
Position Held:	Kind of Business:	Length of Employment:	Rate of Pay:
		From: To:	
Supervisor/Department:		Reason for Leaving:	
Duties:			

Previous Employer:		Address:	
Position Held:	Kind of Business:	Length of Employment:	Rate of Pay:
		From: To:	
Supervisor/Department:		Reason for Leaving:	
Duties:			

of person or agency that
 recommended you to our company: Rose Erenberg

CERTIFICATION

I certify that any and all information which I have set forth in this application is true and accurate to the best of my knowledge. I also recognize that any mis-statement I made herein may subject me to discharge in the event that I am hired.

Signature Dianne Chenick

VCK

SUMITOMO SHOJI AMERICA, INC.

Application For Employment

000108

(Please Print)

Date:

(First) (Middle) (Last)

Name: ROSEMARY Theresa CRISTOFARI (Street) (City) (State) (Zip)

Address: 31-11 90th ST JACKSON Heights 11369

Telephone: No Telephone Social Security Number: 097-44-3082

Date of Birth: 10/16/52 Place of Birth: New York

Single: Married: [checked] Widowed: Divorced: Number of Children: 0 Other Dependents: 0

Color Eyes: HAZEL Color Hair: Blonde Height: 5'6" Weight: 125

Physical Condition: Perfect Date of Last Physical Exam: 6-15-72 Physical Handicaps: None Wear Glasses?: N

Date of Marriage: 9 11 71 Are you a U.S. Citizen?: Yes Are you a Permanent Resident?: Yes Your present Visa status:

Type of work applied for: Secty Date available to start work: 8/15/72 Acceptable starting rate: \$150.00

Special training or other qualifications which fit you for this type of work: Shorthand Typing, bookkeeping (Name) (Address) (Tel. No.) (Relationship)

Person to notify in case of emergency & their relationship to you: Mr. Albert H. Cristofari 31-11 90th St. N. phone: Husband

Educational Background

Table with 5 columns: Name/Address of School, Yrs Attended, Graduated Mo/Year, Subjects Studied, Grade Average. Rows include Elementary ST Francis De Sales, High School Cathedral, and College/Other GRACE INSTITUTE.

List business machines which you can operate proficiently: adding machine, calculator.

Short Hand Speed: 90-100 Method: Pitman Typing Speed: Electric: 50-60 Manual: 45-50

Oxford

APPLICATION FOR OFFICE POSITION

000003

Date OCTOBER 2 1974

Name (print) CATHERINE CUMMINS Home Tel. No. (212) 569-2699 In whose name? JOSEPH S. CUMMINS
Your maiden name CATHERINE PORRETTA Soc. Sec. No. 376-54-5379
Present address 623 W. 207 ST. #36 NEW YORK, NEW YORK
Previous address 270 WAGLE AVE. #4E NEW YORK, NEW YORK
Position applied for? SECRETARY Earnings expected \$ 165. weekly

Date of birth APRIL 27 1931 Single Married
Height 5 ft. 7 1/2 in. Weight 114 lbs. Date of marriage 12/30/71
Are you a U. S. citizen? Yes No Number of children 0 ages N/A Number of other dependents ages

Do you: Own your home? Rent? Live with relatives? Board? Stay with friends? Other
In case of emergency, notify JOSEPH S. CUMMINS, 623 W 207 ST. #36 NEW YORK, N.Y. (212) 569-2699

EDUCATION

Table with 5 columns: Type of School, Name and Address of School, Courses Majored In, Check Last Year Completed, Graduate? Give Degrees, Last Year Attended. Rows include Elementary, High School, College, Business School, and Corresp. or Night School.

(Indicate below specific experience which you have had)

Table with 12 columns: Check Here, Type of Experience, Yrs., Mos., Check Here, Type of Experience, Yrs., Mos., Check Here, Type of Experience, Yrs., Mos. Lists various job roles like Addressograph Operator, Confidential Secretary, Office Boy, etc.

(Indicate below your office skills and check office machines you can operate efficiently)

Table with 2 columns of office skills. Left column: Typewriter, Electric Typewriter, Vari-type, Shorthand, Stenotype. Right column: Billing Machine, Bookkeeping Machines, Accounting Machine, Calculating Machine, Tabulating Machine.

What other languages do you speak? Read?

WORK HISTORY
(Record U. S. Military Service as a position)

List below the names of all your former employers, beginning with the most recent: a. Employer's Name b. Address and telephone number	Kind of Business	Time Employed				Nature of Work	Starting Salary	Salary at Leaving	Reasons for Leaving	Name of Immed Superior
		From		To						
		Mo.	Yr.	Mo.	Yr.					
1. a. SMITH, BARNEY & CO. INC. b. 2080 WAL. ST. W.C. (212) 544-9100	INVESTMENT BANKING	11	73			SECRETARY TO 2ND VP	\$140 w/ky	\$160	MARKET INSTABILITY	Name: J. S. F... Title: 2ND VP
2. a. BLUE CROSS OF GREATER N.Y. b. 622 THIRD ST. N.Y.C. (212) 497-4611	HEALTH INSURANCE	9	72	11	73	SALES SECRETARY	\$107.50 w/ky	\$130	INSUFFICIENT SALARY	Name: A. J. ... Title: SALES
3. a. CHARLES S. POSSETTA, MD P.C. b. 2115 GREENWICH SOUTHFIELD MICH (313) 566-4470	ORTHOPEDIC SURGEON'S OFFICE	9	71	9	72	MEDICAL SECRETARY	-	\$125	RELOCATED TO NEW YORK CITY	Name: H. ... Title: SUPERVISOR
4. a. SAGA FOODS INC b. 100 GREENWICH (CLEV. OHIO)	FOOD CATERING	1	70	4	70	BUSCON	-	-	END OF SEMESTER	Name: Title:
5. a. b.										Name Title
6. a. b.										Name Title
7. a. b.										Name Title
8. a. b.										Name Title

Indicate by number _____ any of the above employers whom you do not wish us to contact. Ever bonded? No, Yes; On what jobs? SMITH, BARNEY & CO.

References (Not former employers or relatives)	Address	Phone Number
1. JEROME W. MULLINS	133 SERMAN AVENUE, NEW YORK, N.Y. 10034	(212) 942-5827
2. LORIS MOSS	GRIGGS, DETROIT, MICHIGAN	

If you now have children or housekeeping duties, how will these be cared for? N/A

What transportation would you use from home to office? SUBWAY

If your application is considered favorably, on what date will you be available for work? 2 WEEKS FROM DATE OF HIRE 1974 Signature Catherine Cummings

APPLICANT SHOULD NOT WRITE BELOW THIS LINE

1 2 3 4: Comments (2) Excellent worker - sorry to lose
Will start 10/21 for Ferriss Row Mat. UCU @ \$165/wk

You are advised that an inquiry may now be made which will provide information concerning your character, general reputation and mode of living. Upon written request, we will provide information as to the scope of the inquiry, if you desire.

Interviewer A. Roberts, T. Kinosh

000365

Oxyford

APPLICATION FOR OFFICE POSITION

Name (print) Raelen Bernstein Home Tel. No. (516) 922-3459 In whose name? mine
 Date 8/1/74
 Your maiden name _____ Soc. Sec. No. 050-92-8529
 Present address 35 Sampson St. Oyster Bay N.Y. How long have you lived there? 20 yrs.
 No. Street City State
 Previous address _____ How long did you live there? _____
 No. Street City State
 Position applied for? 681 Friday Earnings expected \$ 155⁰⁰

Date of birth Feb 27 1950 Single, Married,
 Check your State and Federal Laws as to discrimination because of age.
 Height 5 1/2 ft. 6 in. Weight 120 lbs. Date of marriage _____
 Are you a U. S. citizen? Yes, No Number of children _____ ages _____ Number of other dependents _____ ages _____

Do you: Own your home? Rent? Live with relatives? Board? Stay with friends? Other _____
 (presently - will move to Jamaica next month)
 Is your wife (husband) employed? No, Yes, part-time, Yes, full-time; What kind of work? _____ Earnings \$ _____
 In case of emergency, notify Nathalie C Bernstein 35 Sampson St Oyster Bay, N.Y. (516) 922
 Name Address Phone 345

EDUCATION

Type of School	Name and Address of School	Courses Majored In	Check Last Year Completed				Graduate? Give Degrees	Last Year Attended
			5	6	7	8		
Elementary	<u>Oyster Bay Elem. School Oyster Bay, N.Y.</u>	<u>Academic</u>				<u>(8)</u>	<input checked="" type="checkbox"/> Yes, <input type="checkbox"/> No	<u>1964</u>
High School	<u>Oyster Bay High School E. Ingham St Oyster Bay, N.Y.</u>	<u>College Prep.</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>(4)</u>	<input checked="" type="checkbox"/> Yes, <input type="checkbox"/> No	<u>1968</u>
College	<u>Ithaca College Ithaca, N.Y.</u>	<u>Sociology</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>(4)</u>	<u>B.A. June</u>	<u>1972</u>
Business School	A.							<u>19</u>
	B.							<u>19</u>
Corresp. or Night School								<u>19</u>

(Indicate below specific experience which you have had)

Check Here	Type of Experience	Yrs.	Mos.	Check Here	Type of Experience	Yrs.	Mos.	Check Here	Type of Experience	Yrs.	Mos.
	Addressograph Operator				Confidential Secretary				Office Boy		
	Blue Print Mach. Operator				Dictating Mach. Transcript'n				Office Supervisor		
	Clerical Supervisor				Key Punch Operator				Photostat Operator		
<input checked="" type="checkbox"/>	Clerk				Mail Clerk				Receptionist		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Correspondence				Duplicating Mach. Operator				Secretary		<input checked="" type="checkbox"/>
	Cost				Ditto				Telephone Swbd. Operator		
<input checked="" type="checkbox"/>	File				Mimeograph				Teletype Operator		
<input checked="" type="checkbox"/>	General				Multigraph				Timekeeper		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Statistical				Multilith						
	Stock				Other						

(Indicate below your office skills and check office machines you can operate efficiently)

<input checked="" type="checkbox"/> Typewriter	Speed in typing <u>67 WPM</u>	<input type="checkbox"/> Billing Machine	Which ones _____
<input checked="" type="checkbox"/> Electric Typewriter	Speed in typing <u>67 WPM</u>	<input type="checkbox"/> Bookkeeping Machines	Which ones _____
<input type="checkbox"/> Vari-type	Speed in typing _____	<input type="checkbox"/> Accounting Machine	Which ones _____
<input type="checkbox"/> Shorthand	Speed in taking dictation _____	<input type="checkbox"/> Calculating Machine	Which ones _____
<input type="checkbox"/> Stenotype	Speed in taking dictation _____	<input type="checkbox"/> Tabulating Machine	Which ones _____

What other languages do you speak? French Read? French (understand)

List below the names of all your former employers, beginning with the most recent: a. Employer's Name b. Address and telephone number	Kind of Business	Time Employed				Nature of Work	Starting Salary	Salary at Leaving	Reasons for Leaving	Name of Immed Superior
		From		To						
		Mo.	Yr.	Mo.	Yr.					
a. <i>World Wide - Defense Systems</i> b. <i>1000 1st Ave. New York, N.Y. 10017 212-435-0000</i>	Govt Contractors		73	3	75	Engineering Aide in Design Dept - Eng spec in the projects of the contractors	\$110 ⁰⁰	\$130 ⁰⁰	no challenge	Name Sy S... Title 1st asst
a. <i>Immed Reproduction & Design</i> b. <i>Results of business, N.Y.</i>	Commercial Photography	11	72	1	73	Govt Engr - worked 4 Accounts Receivable correspondence - office work in general	\$110 ⁰⁰	10 ⁰⁰	Company went bankrupt	Name John S... Title man
a. <i>Commercial the Lumber Table Co.</i> b. <i>827 L St Washington, D.C.</i>	Real-Estate	5	71	8	71	Researched details of ownership, processed daily tax liens	\$100 ⁰⁰	\$90 ⁰⁰	College	Name <i>Walter</i> Title <i>Supervisor</i>
a. <i>Oyster Bay Controller</i> b. <i>Audrey Ave Oyster Bay, N.Y.</i>	Town Govt	5	70	8	70	Worked with payroll - Dia general office work	\$75 ⁰⁰	\$75 ⁰⁰	College	Name <i>Sosma</i> Title <i>Compt</i>
a. <i>Oyster Bay Town Clerk</i> b. <i>Audrey Ave Oyster Bay, N.Y.</i>	Town Govt	5	69	8	69	Issued a record of Town Births, marriages, deaths, dog licenses	\$65 ⁰⁰	\$65 ⁰⁰	College	Name <i>Wm O.K.</i> Title <i>Town</i>
a. _____ b. _____										Name _____ Title _____
a. _____ b. _____										Name _____ Title _____
a. _____ b. _____										Name _____ Title _____

Indicate by number _____ any of the above employers whom you do not wish us to contact. Ever bonded? No, Yes; On what jobs? _____

References (Not former employers or relatives)	Address	Phone Number
1. <i>Anthony Li Sacco</i>	<i>72-32 June St, Forest Hills, N.Y.</i>	<i>268-7966</i>
2. <i>Mark Mandelbaum</i>	<i>2040 E. 56th St. Brooklyn, N.Y.</i>	<i>252-0143</i>

If you now have children or housekeeping duties, how will these be cared for? _____

What transportation would you use from home to office? *train*

If your application is considered favorably, on what date will you be available for work? *Immediately* 19____ Signature *Raella Bernstein*

Fastchild Reference Mr. Smith 8/7 - O.K. work - attentive - excellent
 APPLICANT SHOULD NOT WRITE BELOW THIS LINE

1 2 3 4: Comments *Business Correspondence background light*
will start for Tubular Products (VCF) on 8/12 @ \$150./week

Offroy

000403

APPLICATION FOR OFFICE POSITION

Date 2/13/76

Name (print) MARIA MANNINA Home Tel. No. 478-4043 In whose name? JOE RIZZO

Your maiden name MARIA RIZZO Soc. Sec. No. 085-464049

Present address 59-41 72 ST. MASPETH N.Y. How long have you lived there? 6 1/2

Previous address 214 HOOPER ST. B'KLYN N.Y. How long did you live there? 3 1/2

Position applied for? Earnings expected \$ 170

Date of birth 11/21 1952 Single, Married, X

Check your State and Federal Laws as to discrimination because of age. Height 5' 1" in. Weight 95 lbs. Date of marriage 11/22/75

Are you a U. S. citizen? X Yes, No Number of children 0 ages Number of other dependents 0 ages

Do you: Own your home? Rent? X Live with relatives? Board? Stay with friends? Other

Is your wife (husband) employed? No, Yes, part time, X Yes, full time; What kind of work? MANAGER

In case of emergency, notify SARA PATINELLA 60-19 75th ST. 335-7754

EDUCATION

Table with 6 columns: Type of School, Name and Address of School, Courses Majored In, Check Last Year Completed (5-8), Graduate? Give Degrees, Last Atton. Rows include Elementary, High School, College, Business School, and Corresp. or Night School.

(Indicate below specific experience which you have had)

Table with 12 columns: Check Here, Type of Experience, Yrs., Mos., Check Here, Type of Experience, Yrs., Mos., Check Here, Type of Experience, Yrs., Mos. Lists various office tasks like Addressograph Operator, Confidential Secretary, etc.

(Indicate below your office skills and check office machines you can operate efficiently)

Table with 4 columns: Machine type (Typewriter, Electric Typewriter, etc.), Speed in typing/taking dictation, Machine type (Billing Machine, etc.), Which ones.

What other languages do you speak? ITALIAN Read? YES

WORK HISTORY
(Record U. S. Military Service as a position)

List below the names of all your former employers, beginning with the most recent: a. Employer's Name b. Address and telephone number	Kind of Business	Time Employed				Nature of Work	Starting Salary	Salary at Leaving	Reasons for Leaving	Name of Immedi Superior
		From		To						
		Mo.	Yr.	Mo.	Yr.					
1. a. <u>KALLIP, PHILIPS, ROSS, INC.</u> b. <u>919 3RD AVE. 371-4800</u>	ADVERTISING	9	73	10	75	GALE - SECRETARIAL	\$150	\$170	MARRIAGE IN ITALY	Name <u>J. PACI</u> Title <u>HARRKETT DIRECT</u>
2. a. b.										Name Title
3. a. b.										Name Title
4. a. b.										Name Title
5. a. b.										Name Title
6. a. b.										Name Title
7. a. b.										Name Title
8. a. b.										Name Title

000101

Indicate by number _____ any of the above employers whom you do not wish us to contact. Ever bonded? No, Yes; On what jobs? _____

References (Not former employers or relatives)	Address	Phone Number
1. <u>MARISA PATINELLA</u>	<u>55-05 METROPOLITAN AVE.</u>	<u>350-9632</u>
2. <u>MARIA CALANDRA</u>	<u>26-02 69th PLACE</u>	<u>486-0322</u>

If you now have children or housekeeping duties, how will these be cared for? _____

What transportation would you use from home to office? TRT

If your application is considered favorably, on what date will you be available for work? BEGINNING MONDAY 16th 1976 Signature Maria Manuina

APPLICANT SHOULD NOT WRITE BELOW THIS LINE

1 2 3 4: Comments (1) Mr. Joe Personnel - good work + attendance
Starts for Traffic VOS 2/17 @ + No. / well

You are advised that an inquiry may now be made which will provide information concerning your character, general reputation and mode of living. If you wish, we will provide information as to the scope of the inquiry, if you desire.

Interviewer A. Roberts

Application For Employment

000111

(Please Print Plainly)

Date: 11/6/73

Name: (First) SHARON (Middle) MARSHA (Last) MEISELS

Address: (Street) 65-65 WETHEROLE ST (City) REGO PARK (State) N.Y (Zip) 11

Telephone: 896-4893 Social Security Number: 127-42-1651

Date of Birth: 6/23/50 Place of Birth: BROOKLYN, N.Y

Single: Married: Widowed: Divorced: Number of Children: Other Dependents:

Physical Condition: GOOD Date of Last Physical Exam: 9/71 Physical Handicaps:

Date of Marriage: Are you a U.S. Citizen?: YES Are you a Permanent Resident?: Your Present Visa Status:

Position Applying For: GAL FRIDAY Date Available To Start Work: 11/12/73 Acceptable Starting Rate: \$150.00

Special Training or other qualifications which fit you for this type of work:

List business machines which you can operate proficiently: SELECTRIC

Shorthand Speed: Method: Speed on Electric Typewriter: 55

Educational Background

Name & Address of School	Circle Years Attended	Subjects Studied	Grade Average
Elementary P.S. 7 J.H.S. 143 BRONX	5 6 7 (8)		
High School FOREST HILLS	1 2 (3) 4	ACADEMIC	
College/Other HUNTER 695 PARK AVE	1 2 3 (4) 5/73	MATHEMATICS	B.A.

Previous Work Experience

List all present and past employment, beginning with your most recent:

Name of Company:	Position Held	Your Supervisor:
ALLEGRO PAJAMA	GAL FRIDAY	MR. GROTHAS
Address: 719 BROADWAY	Length of Employment: From: 6/73 To: 10/73	Salary Starting: \$145 Last:
Kind of Business: PAJAMA FACTORY	Your Duties: TYPIST, BILLING, PHONES	
Reason for Leaving: COMPANY WENT OUT OF BUSINESS		

000442

Name of Company: HOLIDAY TEMPORARY	Position Held: TYPIST	Your Supervisor: L'AMOUR POA
Address: 2 E 42 ST	Length of Employment: From: 1/73 To: 5/73	Salary - Starting: \$3.00 Last:
Kind of Business: TEMPORARY WORK	Your Duties: TYPING	
Reason for Leaving: WANT A PERMANENT JOB		

Name of Company:	Position Held:	Your Supervisor:
Address:	Length of Employment: From: To:	Salary - Starting: Last:
Kind of Business:	Your Duties:	
Reason for Leaving:		

Name of person or agency that recommended you to our company: OXFORD PERSONNEL AGENCY

Person to notify in case of emergency: JACK MEISELS 65-65 WETHEROLE ST. 896-4893 FA7

(Name) (Address) (Tel) (Relations)

* * * * *

CERTIFICATION

I certify that any and all information which I have set forth in this application is true and accurate to the best of my knowledge. I also recognize that any misstatement I made herein may subject me to discharge in the event that I am hired.

Signature Sharon Meisels

SUNITOMO SHOJI AMERICA, INC.

Application For Employment

000081

Please Print)

Date: 7/14/72

Name: Frances (First) Miriam (Middle) Pacheco (Last)
 (Street) (City) (State) (Zip)

Address: 105 Baruch Drive New York, N.Y. 10002

Telephone: 533-8267 Social Security Number: 101-38-0141

Date of Birth: April 28, 1950 Place of Birth: New York

Single: Married: Widowed: Divorced: Number of Children: Other Dependents:

Color Eyes: Brown Color Hair: Brown Height: 5'7 Weight: 110

Physical Condition: Excellent Date of Last Physical Exam: 6/72 Physical Handicaps: NONE Wear Glasses?: No

Date of Marriage: _____ Are you a U.S. Citizen?: Yes
 Are you a Permanent Resident?: Yes
 Your present Visa status: _____

Type of work applied for: Clerical/Typist Date available to start work: 7/17/72 Acceptable starting rate: \$130

Special training or other qualifications which fit you for this type of work: I've had about 4 yrs. experience

Person to notify in case of emergency & their relationship to you: Mrs. Rosa Baez 74 W. 174th St 878-6956 Sist

Educational Background.

Name/Address of School	Yrs Attended	Graduated Mo/Year		Subjects Studied	Grade Average
Elementary Jr. H.S 22-111 Columbia St N.Y.	3	6	65	General Subjects	70
High School Central Commercial H.S. 317 E 42nd St N.Y. N.Y.	3	6	68	Commercial	76
College/Other					

List business machines which you can operate proficiently:

Report Hand Speed: ? Method: Gregg Typing Speed: Electric: 50-60 Manual: ?

000082

PREVIOUS WORK EXPERIENCE

Present or Last Employer:		Address:	
Chilean Trading Corp		1 World Trade Center N.Y. N.Y.	
Position Held:	Kind of Business:	Length of Employment:	Rate of Pay:
Secretary	Exporting	From: April 24, 47 To: July 31, 72	\$ 160
Supervisor/Department:		Reason for Leaving:	
Mr. Gilberto Flores		My boss left the company and I was left with no employer.	
Your Duties:			
I was secretary to the Personnel Dept. manager I took care of time cards, getting new employees when needed, taking care of mail + pl			
Next Previous Employer:		Address:	
United Engineering Center Editorial Dept (IEEE)		345 E. 47 St. N.Y. N.Y. 100	
Position Held:	Kind of Business:	Length of Employment:	Rate of Pay:
Office Supervisor	We published magazines for engineers.	From: 9/68 To: 4/72	\$ 125
Supervisor/Department:		Reason for Leaving:	
Mr. Jim Carter		Looking for new experience + better's	
Your Duties:			
I took care of calling editors of the 34 different magazines we published. I made sure the scheduling of the publications were on time, e			
Next Previous Employer:		Address:	
NONE			
Position Held:	Kind of Business:	Length of Employment:	Rate of Pay:
		From: To:	
Supervisor/Department:		Reason for Leaving:	
Your Duties:			

Name of person or agency that recommended you to our company:

Ed Pearlman
Oxford Agency

CERTIFICATION

I certify that any and all information which I have set forth in this application is true and accurate to the best of my knowledge. I also recognize that any mis-statement I made herein may subject me to discharge in the event that I am hired.

Signature Francis Pacheco

Offen

000282

APPLICATION FOR OFFICE POSITION

Date 9/9/74

Name (print) SCHNEIDER, JOANNE Home Tel. No. 831-6002 In whose name? MICHAEL N. SCHNEIDER

Your maiden name JOANNE MANDELL Soc. Sec. No. 262-82-1401

Present address 245 E. 87th ST. N. Y. N. Y. How long have you lived there? 2 1/4 yrs.

Previous address 33 WASHINGTON SQ. W. N. Y. N. Y. How long did you live there? < 1 yr.

Position applied for? CAL FRIDAY Earnings expected \$ 65-170/wk

Date of birth DEC. 16, 1949 Single, Married,

Height 5 ft. 6 in. Weight 109 lbs. Date of marriage 8/20/72

Are you a U. S. citizen? Yes, No Number of children 0 ages _____ Number of other dependents 0 ages _____

Do you: Own your home? Rent? Live with relatives? Board? Stay with friends? Other _____

Is your wife (husband) employed? No, Yes, part time, Yes, full time, What kind of work? _____ Earnings \$ _____ per _____

In case of emergency, notify MICHAEL N. SCHNEIDER 245 E. 87th ST. 831-6002
Name Address Phone

EDUCATION

Type of School	Name and Address of School	Courses Majored In	Check Last Year Completed				Graduate? Give Degrees		Last Year Attended
			5	6	7	8	Yes, <input type="checkbox"/> No	Yes, <input type="checkbox"/> No	
Elementary	<u>HENDRICKS AVE. SCHOOL</u> <u>LONDON JR. HIGH/JACKSONVILLE, FLA.</u>						<input checked="" type="checkbox"/> Yes, <input type="checkbox"/> No		<u>1961</u>
High School	<u>WOLFSON SR. HI/JACKSONVILLE</u>		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<input checked="" type="checkbox"/> Yes, <input type="checkbox"/> No		<u>1967</u>
College	<u>STEPHENS COLLEGE/COLUMBIA MO.</u> <u>UNIV. OF FLA/GAINESVILLE</u> <u>MUSIC</u>		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>			<u>1968</u>
Business School	A.						<u>BME</u>		<u>1972</u>
	B.								<u>19</u>
Corresp. or Night School									<u>19</u>

(Indicate below specific experience which you have had)

Check Here	Type of Experience	Yrs.	Mos.	Check Here	Type of Experience	Yrs.	Mos.	Check Here	Type of Experience	Yrs.	Mos.
	Addressograph Operator			<input checked="" type="checkbox"/>	Confidential Secretary	<u>1</u>		<input checked="" type="checkbox"/>	Office Boy	<u>1</u>	
	Blue Print Mach. Operator				Dictating Mach. Transcript'n				Office Supervisor		
	Clerical Supervisor				Key Punch Operator				Photostat Operator		
<input checked="" type="checkbox"/>	Clerk	<u>1</u>			Mail Clerk				Receptionist		
<input checked="" type="checkbox"/>	Correspondence	<u>1</u>			Duplicating Mach. Operator			<input checked="" type="checkbox"/>	Secretary	<u>1</u>	
	Cost				Ditto				Telephone Swbd. Operator		
<input checked="" type="checkbox"/>	File	<u>1</u>			Mimeograph				Teletype Operator		
<input checked="" type="checkbox"/>	General	<u>1</u>			Multigraph				Timekeeper		
	Statistical				Multilith						
<input checked="" type="checkbox"/>	Stock	<u>1</u>			Other						

(Indicate below your office skills and check office machines you can operate efficiently)

<input type="checkbox"/> Typewriter	Speed in typing _____	<input type="checkbox"/> Billing Machine	Which ones _____
<input checked="" type="checkbox"/> Electric Typewriter	Speed in typing <u>45-50</u>	<input type="checkbox"/> Bookkeeping Machines	Which ones _____
<input type="checkbox"/> Vari-type	Speed in typing _____	<input type="checkbox"/> Accounting Machine	Which ones _____
<input type="checkbox"/> Shorthand	Speed in taking dictation _____	<input checked="" type="checkbox"/> Calculating Machine	Which ones _____
<input type="checkbox"/> Stenotype	Speed in taking dictation _____	<input checked="" type="checkbox"/> Tabulating Machine	Which ones _____

What other languages do you speak? _____ Read? SPANISH ITALIAN

WORK HISTORY
(Record U. S. Military Service as a position)

(M. ASAMI)

List below the names of all your former employers, beginning with the most recent: a. Employer's Name b. Address and telephone number	Kind of Business	Time Employed				Nature of Work	Starting Salary	Salary at Leaving	Reasons for Leaving	Name of Immedi Superior
		From		To						
		Mo.	Yr.	Mo.	Yr.					
1. a. KANEMATSU GOSHO (U.S.A.) INC. b. 1 WORLD TRADE CNTR 432-0900	TRADING	9	73	6	74	ADM. ASST - GAL FRIDAY IN GRAIN DEPT.	\$135/WK	\$170/WK.	HIRED HUSBAND	Name MASAK. TSUMU Title ASST. MGR.
2. a. MAAS BROTHERS b. GAINESVILLE, FLORIDA	Dept. Store RETAIL	9	72	8	73	CLERK - SALES + STOCK	\$1.90/hr.	\$2.45/hr.	MOVED TO N.Y.	Name FRANK BARR Title MGR.
3. a. b.										Name Title
4. a. b.										Name Title
5. a. b.										Name Title
6. a. b.										Name Title
7. a. b.										Name Title
8. a. b.										Name Title

000283

Indicate by number _____ any of the above employers whom you do not wish us to contact. Ever bonded? No, Yes; On what jobs? _____

References (Not former employers or relatives)	Address	Phone Number
1. MRS. Lyla BERNARD	410 KANEMATSU GOSHO (USA)	432-0900
2. MR. MARK SEYMOUR	E. 11 th ST., N.Y. OR MOBILE OIL	

If you now have children or housekeeping duties, how will these be cared for? _____

What transportation would you use from home to office? SUBWAY OR BUS

If your application is considered favorably, on what date will you be available for work? MONDAY, 9/16/74 19____ Signature Joanne Schneider

APPLICANT SHOULD NOT WRITE BELOW THIS LINE

1 2 3 4: Comments 1 Mr. Asami: excellent reference - no objection to him. Will start in New Haven (VCK) 9/11 @ \$170/WK

You are advised that an inquiry may now be made which will provide information concerning your character, general reputation and mode of living. Upon written request, we will provide information as to the scope of the inquiry, if you desire.

Interviewer A Roberts, A. etc

APPLICATION FOR OFFICE POSITION

000-136

Date 8 Oct - 1974

Name (print) JANICE SILBERSTEIN Home Tel. No. (212) 465-2269 In whose name? Abraham S.

Your maiden name _____ Soc. Sec. No. 077 42 6

Present address 82-47 215th St. Hellis Hills, N.Y. 11437 How long have you lived there? 2
 No. Street City State

Previous address _____ How long did you live there? _____
 No. Street City State

Position applied for? GAL FRIDAY Earnings expected \$ 165⁰⁰

Date of birth 31 MAY 1950 Single, Married,

Check your State and Federal Laws as to discrimination because of age.
 Height 5 ft. 3 in. Weight 130 lbs. Date of marriage _____

Are you a U. S. citizen? Yes, No Number of children _____ ages _____ Number of other dependents _____ ages.

Do you: Own your home? Rent? Live with relatives? Board? Stay with friends? Other _____

Is your wife (husband) employed? No, Yes, part time, Yes, full time, What kind of work? _____ Earnings \$ _____ per _____

In case of emergency, notify Abraham & Rachelle Silberstein Address BUSINESS: 132 ESSEX ST (212) GR 7-
 Name Address Phone

EDUCATION HOME: SAME AS APPLICANT

Type of School	Name and Address of School	Courses Majored In	Check Last Year Completed				Graduate? Give Degrees		La At
			5	6	7	8	Yes	No	
Elementary	<u>P. S. 188 - Bayside, N.Y.</u>			<u>6</u>				<input checked="" type="checkbox"/> Yes, <input type="checkbox"/> No	19
High School	<u>MARTIN VAN BUREN, D. C. J. H. S. N.Y.</u>		1	2	3	<u>4</u>		<input checked="" type="checkbox"/> Yes, <input type="checkbox"/> No	19
College	<u>JOHNS COLLEGE</u>	<u>SOCIOLOGY</u>	1	2	3	<u>4</u>		<u>B.A.</u>	19
Business School	A. <u>X</u>								19
	B. <u>X</u>								19
Corresp. or Night School	<u>X</u>								19

(Indicate below specific experience which you have had)

Check Here	Type of Experience	Yrs.	Mos.	Check Here	Type of Experience	Yrs.	Mos.	Check Here	Type of Experience	Yrs.
	Addressograph Operator			<input checked="" type="checkbox"/>	Confidential Secretary	<u>2</u>			Office Boy	
	Blue Print Mach. Operator				Dictating Mach. Transcript'n				Office Supervisor	
	Clerical Supervisor				Key Punch Operator				Photostat Operator	
	Clerk				Mail Clerk			<input checked="" type="checkbox"/>	Receptionist	<u>2</u>
<input checked="" type="checkbox"/>	Correspondence	<u>2</u>	<u>8</u>		Duplicating Mach. Operator			<input checked="" type="checkbox"/>	Secretary	<u>2</u>
	Cost				Ditto			<input checked="" type="checkbox"/>	Telephone Swbd. Operator	
<input checked="" type="checkbox"/>	File	<u>2</u>			Mimeograph				Teletype Operator	
<input checked="" type="checkbox"/>	General	<u>2</u>			Multigraph				Timekeeper	
	Statistical				Multilith					
	Stock				Other					

(Indicate below your office skills and check office machines you can operate efficiently)

<input type="checkbox"/> Typewriter	Speed in typing _____	<input type="checkbox"/> Billing Machine	Which ones _____
<input checked="" type="checkbox"/> Electric Typewriter	Speed in typing <u>50-55</u>	<input type="checkbox"/> Bookkeeping Machines	Which ones _____
<input type="checkbox"/> Vari-type	Speed in typing _____	<input type="checkbox"/> Accounting Machine	Which ones _____
<input type="checkbox"/> Shorthand	Speed in taking dictation _____	<input type="checkbox"/> Calculating Machine	Which ones _____
<input type="checkbox"/> Stenotype	Speed in taking dictation _____	<input type="checkbox"/> Tabulating Machine	Which ones _____

What other languages do you speak? _____ Read? _____

WORK HISTORY
(Record U. S. Military Service as a position)

List below the names of all your former employers, beginning with the most recent: a. Employer's Name b. Address and telephone number	Kind of Business	Time Employed				Nature of Work	Starting Salary	Salary at Leaving	Reasons for Leaving	Name of Supervisor
		From		To						
		Mo.	Yr.	Mo.	Yr.					
5/62-265-1515 1. a. CARL F. WAND, ESQ. b. 124 Rumford Rd. Kings Park, N.Y.	LAW OFFICE	10/72		9/74		CLERK/FRONT SECRETARY - 10/10 STEPS (not in charge)	\$12.5	\$150	WANTED TO WORK IN MANHATTAN	Name of Supervisor Title
2. a. REVLON INC b. 5th Ave. N.Y.C.	CONSUMER DIVISION	2/68		8/68		CODING CLERK JR. CORRESPONDENT	\$90	\$90	RETURNED TO COLLEGE	Name of Supervisor Title
3. a. b.										Name Title
4. a. b.										Name Title
5. a. b.										Name Title
6. a. b.										Name Title
7. a. b.										Name Title
8. a. b.										Name Title

000437

Indicate by number none any of the above employers whom you do not wish us to contact. Ever bonded? No, Yes; On what jobs? _____

References (Not former employers or relatives)	Address	Phone Number
1. DAVID KAREN	82-46 215th St. Hollis Hills, N.Y. 11427	(212) 474
2. SYLVIA KATZNER	225-08 MANOR RD. (Opposite V.I.R.G.) N.Y. 11427	(212) 1105-

If you now have children or housekeeping duties, how will these be cared for? X

What transportation would you use from home to office? SUBWAY

If your application is considered favorably, on what date will you be available for work? 10/14/74 1974 Signature Jessie Silberstein

APPLICANT SHOULD NOT WRITE BELOW THIS LINE

1 2 3 4: Comments ① Mr Wand: good recommendation
Will start 10/10 for Ferrrous Raw Materials Co., @ \$160/wk

SUMITOMO SHOJI AMERICA, INC.

Application For Employment

000374

(Please Print Plainly)

Date: JUNE 11, 1978

(First) (Middle) (Last)

Name: REIKO TURNER
 (Street) (City) (State) (Zip)

Address: 1475 FISH AVENUE, APT. 1B, BRONX, NEW YORK 10469

Telephone: (212) 281-7660 Social Security Number: 099-48-334

Date of Birth: JAN. 03, 1948 Place of Birth: OTA CITY, GUMMA PREF, J.

Single: Married: Widowed: Divorced: Number of Children: NO Other Dependents:

Physical Condition: EXCELLENT Date of Last Physical Exam: AUG 1972 Handicaps: NO

Date of Marriage: MAY 16, 1972 Are you a U.S. Citizen?: Are you a Permanent Resident?: YES Feb. Your Present Visa Status: Feb.

Position Applying For: GENERAL CLERK TYPE Date Available To Start Work: NEXT WEEK Acceptable Starting Rate: about \$10

Special Training or other qualifications which fit you for this type of work:

List business machines which you can operate proficiently: TELETYPE.

Shorthand Speed: _____ Method: _____ Speed on Electric Typewriter: 55 DPM

Educational Background

Name & Address of School	Circle Years Attended	Subjects Studied	Grade Average
Elementary <u>NIKAGAWA</u>	5 <input checked="" type="checkbox"/> 7 8		
High School <u>KITA HIGH SCHOOL (J)</u> <u>OTA GIRLS HIGH SCHOOL (J)</u>	<u>3 YEARS.</u> 2 <input checked="" type="checkbox"/> 4		
College/Other <u>GAKUSHUIN UNIV.</u> <u>NEW YORK UNIV.</u> <u>GRADUATE SCHOOL IN ANTHROPOLOGY.</u>	1 2 3 <input checked="" type="checkbox"/>	<u>FRENCH LITERATURE</u>	<u>EXCEL</u>

List all present and past employment, beginning with your most recent:

Name of Company:	Position Held	Your Supervisor:
<u>JAPAN AIR LINES.</u>	<u>EXECUTIVE NAME CARD SVC</u>	<u>MR SEIGAKU TOK</u>
Address: <u>155 FIFTH AVE, N.Y. 10022.</u>	Length of Employment: <u>From: Feb. 1972 To: PRESENT</u>	Salary: <u>\$160.0</u>
Kind of Business:	Your Duties:	Starting: <u>Feb. 1972</u> Last: <u>PRESENT</u>

Reason for Leaving: RESPOND AND TAKE CARE OF JAL EXECUTIVE SVC

RE: RECEIVED / AWARD FROM FRENCH EMBA

000375

Name of Company: <u>BANAIK BANK, TOKYO BRANCH</u>	Position Held: <u>CASHIER</u>	Your Supervisor: <u>MR. MATSUDA</u>
Address: <u>MUROMACHI, CHIYODA-KU, TOKYO</u>	Length of Employment: From: <u>DEC 67</u> To: <u>AUG 69</u>	Salary - Starting: Last:
Kind of Business:	Your Duties:	
Reason for Leaving: <u>TO PURSUE MY STUDY</u>		

Name of Company: <u>KENKO-SHA</u>	Position Held: <u>ASSISTANT TELLER</u>	Your Supervisor: <u>MR. ITO</u>
Address: <u>TOSHIMA-KU, TOKYO</u>	Length of Employment: From: <u>APR 66</u> To: <u>DEC 67</u>	Salary - Starting: Last:
Kind of Business:	Your Duties:	
Reason for Leaving: <u>TO WORK AT THE ABOVE BANK</u>		

Name of person or agency that recommended you to our company:

Person to notify in case of emergency: RICHARD E TURNER (Name) 1175 FISH AVE, APT. 15, BRONX (Address) TEL (212) 7663 (Tel) (HUSBAN) (Relationship)

* * * * *

CERTIFICATION

I certify that any and all information which I have set forth in this application is true and accurate to the best of my knowledge. I also recognize that any misstatement I made herein may subject me to discharge in the event that I am hired.

Signature Richard E Turner

000220

APPLICATION FOR EMPLOYMENT

SUMITOMO SHOJI NEW YORK, INC.

Date: 10/1/68 (Please Print)

NAME: First: BETTY Middle: ANN Last: SCHOTTMAN

ADDRESS: 1472 BEACH AVE. NEW YORK N.Y. 10460

TELEPHONE: TA 2-1405 SOCIAL SECURITY NUMBER: 121-42-3835

AGE OF BIRTH: 11/4/50 IF YOUR ARE UNDER 21 YEARS OF AGE, YOU MUST FURNISH SATISFACTORY PROOF OF AGE PRIOR TO EMPLOYMENT. A CERTIFICATE OF AGE SHALL BE ACCEPTABLE.

SINGLE [checked] MARRIED WIDOWED DIVORCED NUMBER OF CHILDREN OTHER DEPENDENTS

COLOR YES BROWN COLOR HAIR BROWN WEIGHT 114 HEIGHT 5'0"

PHYSICAL CONDITION DATE OF LAST PHYSICAL EXAM. PHYSICAL HANDICAPS WEAR GLASSES YES

AGE OF MARRIAGE No. Day Year ARE YOU A CITIZEN OF THE U.S.? YES

TYPE OF WORK APPLIED FOR: STENOGRAPHER DATE AVAILABLE TO START WORK ACCEPTABLE STARTING RATE: 85.

SPECIAL TRAINING OR OTHER QUALIFICATIONS WHICH FIT YOU FOR THIS TYPE OF WORK:

PERSON TO NOTIFY IN CASE OF EMERGENCY & RELATIONSHIP: EILEEN HORAN - Sister 1592 St. Lawrence Ave. Brooklyn

EDUCATIONAL BACKGROUND

Table with 5 columns: NAME/ADDRESS OF SCHOOL, YRS ATTENDED, GRADUATED Mo/Year, SUBJECTS STUDIED, GRAD AVER. Rows include: ELEMENTARY P.S. 102 (6 yrs), HIGH SCHOOL JAMES MONROE (3 yrs, June 68, Stenography, 84), COLLEGE/OTHERS

000221

PREVIOUS EXPERIENCE

FORMER EMPLOYERS-SHOW MOST RECENT FIRST	Position and Duties	Period Worked	Earnings	Reason For Leaving
NAME		FROM:	RATE:	
DRESS		TO:	PER:	
SUPERVISOR / DEPARTMENT				
NAME		FROM:	RATE:	
DRESS		TO:	PER:	
SUPERVISOR / DEPARTMENT				
NAME		FROM:	RATE:	
DRESS		TO:	PER:	
SUPERVISOR / DEPARTMENT				

List which business machines you can operate proficiently:

Short Hand Speed 80 Method _____ Typing Speed: Elec. 45 Manual 40

CERTIFICATION

I certify that any and all information which I have set forth in this application is true and accurate to the best of my knowledge. I also recognize that any mis-statement I made herein may subject me to discharge in the event that I am hired.

Signature Betty Schellman

TYPING 5.21 - 5.29

SUMITOMO SHOJI AMERICA, INC.

000332

Application For Employment

Please Print) PALMA ROSE FUCHERCHERA Date: 10/27/72
 (First) (Middle) (Last)

Name: PALMA ROSE FUCHERCHERA
 (Street) (City) (State) (Zip)

Address: 2048-64 ST. BKLYN, N.Y. 11204

Telephone: 206-9057 Social Security Number: 086-448486

Date of Birth: 12/27/51 Place of Birth: NEW YORK

Single: Married: Widowed: Divorced: Number of Children: Other Dependents:

Color Eyes: BROWN Color Hair: LT BROWN Height: 5'1" Weight: 118

Physical Condition: GOOD Date of Last Physical Exam: 6/72 Physical Handicaps: NO Wear Glasses?: YES

Date of Marriage: 4 8 72 Are you a U.S. Citizen?: YES
 Are you a Permanent Resident?: YES
 Your present Visa status:

Type of work applied for: RECEPTIONIST Date available to start work: 11/1/72 Acceptable starting rate: 130-300

Special training or other qualifications which fit you for this type of work: I can answer a switchboard & can do file
I'm good with figures & I operate various office

(Name) (Address) (Tel.No.) (Relationship)

Person to notify in case of emergency & their relationship to you: MRS CELIA FUCHERCHERA, 1467-76ST, 256-1121 MOTHER-IN-LAW

Educational Background

Name/Address of School	Yrs Attended	Graduated No/Year		Subjects Studied	Grade Average
Elementary <u>Our Lady Queen of Angels 213 E 113 ST N.Y.</u>	<u>8</u>	<u>6</u>	<u>65</u>	<u>ACADEMIC</u>	<u>85</u>
High School <u>CATHEDRAL HIGH 575 LEXINGTON, N.Y.</u>	<u>4</u>	<u>6</u>	<u>69</u>	<u>2 ACADEMIC 2 COMMERCIAL</u>	<u>89</u>
College/Other <u>—</u>					

List business machines which you can operate proficiently: I can operate all Victor adding machines. 10 Re-adding machines, Typewriter, billing machine, addressograph, mimeographs, calculators

Typing Speed: Short Hand Speed: 40 Method: Dregg Electric: 50-55 Manual: 35-40

PREVIOUS WORK EXPERIENCE

Present or Last Employer:		Address:	
CERTIFIED DRY MAT CORP		555 5TH AVE. N.Y.	
Position Held:	Kind of Business:	Length of Employment:	Rate of Pay:
SECRETARY	PRODUCTION OF DRY MATS	From: 6/25/69 To: 4/4/72	1351
Supervisor/Department:		Reason for Leaving:	
MRS. ROSENTHAL		COMPANY MOVED TO MASS.	

Our Duties: STENO, TYPING, TAXES, SALESMEN COMM, SOME BOOKKEEPING

BILLING - WHEN CLERK WAS OUT. HELPED ON SWITCHBOARD, FILING

Next Previous Employer:		Address:	
Position Held:	Kind of Business:	Length of Employment:	Rate of Pay:
		From: To:	
Supervisor/Department:		Reason for Leaving:	

Our Duties:

Next Previous Employer:		Address:	
Position Held:	Kind of Business:	Length of Employment:	Rate of Pay:
		From: To:	
Supervisor/Department:		Reason for Leaving:	

Our Duties:

Name of person or agency that commended you to our company: JOYCE AGENCY - MR STERLING ROSS
- Mrs. Murphy

CERTIFICATION

I certify that any and all information which I have set forth in this application is true and accurate to the best of my knowledge. I also recognize that any mis-statement I made herein may subject me to discharge in the event that I am hired.

Signature Palma Incherchiera

PL-3

000330

APPLICATION FOR OFFICE POSITION

Date 8/8/78

Name (print) Palma Incherchera Home Tel. No. 259-4233 Soc. Sec. No. 086-44-8486

Present address 1331 80th Street, Brooklyn, New York 11228
No. Street City State

Position applied for? Secretarial Earnings expected \$ 223.00

Date of Birth Dec. 27 19 51 Are you a U.S. citizen? Yes, No Alien Registration No. _____
The age discrimination in the employment act and relevant FEP Acts prohibit discrimination with respect to individuals who are at least 40 but less than 65 years of age.

In case of emergency, notify Paul Incherchera 1331 80th Street Bklyn, N.Y. 259-4233
Name Address Phone

EDUCATION

Type of School	Name and Address of School	Courses Majored In	Check Last Year Completed				Graduate? Give Degrees	Last Year Attended
			5	6	7	8		
Elementary	Our Lady Queen of Angels					<input checked="" type="checkbox"/> Yes, <input type="checkbox"/> No	19	
High School	Cathedral High School				<input checked="" type="checkbox"/> Yes, <input type="checkbox"/> No		19	
College							19	
Business School	A.						19	
	B.						19	
Corresp. or Night School							19	

(Indicate below specific experience which you have had)

Check Here	Type of Experience	Yrs.	Mos.	Check Here	Type of Experience	Yrs.	Mos.	Check Here	Type of Experience	Yrs.	Mos.
	Addressograph Operator				Confidential Secretary				Office Help		
	Blue Print Mach. Operator				Dictating Mach. Transcript'n				Office Supervisor		
	Clerical Supervisor				Key Punch Operator				Photostat Operator		
	Clerk				Mail Clerk				Receptionist		
	Correspondence				Duplicating Mach. Operator				Secretary		
	Cost				Ditto				Telephone Swbd. Operator		
	File				Mimeograph				Teletype Operator		
	General				Multigraph				Timekeeper		
	Statistical				Multilith						
	Stock				Other						

(Indicate below your office skills and check office machines you can operate efficiently)

<input type="checkbox"/> Typewriter	Speed in typing _____	<input type="checkbox"/> Billing Machine	Which ones _____
<input checked="" type="checkbox"/> Electric Typewriter	Speed in typing <u>55</u>	<input type="checkbox"/> Bookkeeping Machines	Which ones _____
<input type="checkbox"/> Vari-type	Speed in typing _____	<input type="checkbox"/> Accounting Machine	Which ones _____
<input type="checkbox"/> Shorthand	Speed in taking dictation _____	<input type="checkbox"/> Calculating Machine	Which ones _____
<input type="checkbox"/> Stenotype	Speed in taking dictation _____	<input type="checkbox"/> Tabulating Machine	Which ones _____

What other languages do you speak? none Read? _____

List below the names of all your former employers, beginning with the most recent: a. Employer's Name b. Address and telephone number	Kind of Business	Time Employed				Nature of Work	Starting Salary	Salary at Leaving	Reasons for Leaving	Name of Immediate Superior
		From		To						
		Mo.	Yr.	Mo.	Yr.					
1. a. Certified Corporation b. 555 Fifth Avenue NYC	Import	6	69	4	72	secretarial	95.00	135.00	company moved	Name Title
2. a. b.										Name Title
3. a. b.										Name Title
4. a. b.										Name Title
5. a. b.										Name Title
6. a. b.										Name Title
7. a. b.										Name Title
8. a. b.										Name Title

Indicate by number _____ any of the above employers whom you do not wish us to contact. Ever bonded? No, Yes; On what jobs? _____

References (Not former employers or relatives)	Address	Phone Number
1.		
2.		

What transportation would you use from home to office? Subway

If your application is considered favorably, on what date will you be available for work? _____

19 _____

Signature

Palma Luchnerski

APPLICANT SHOULD NOT WRITE BELOW THIS LINE

1 2 3 4: Comments _____

*Not to be used in New Jersey

You are advised that an inquiry may now be made which will provide information concerning your character, general reputation and mode of living. Upon written request, we will provide information as to the scope of the inquiry, if you desire.

Interviewer _____